

## 2.5 SPECIAL WEIGHT PROGRAM REGISTRATION

The Special Weight 24-hour permit requires that carriers register specific vehicles into the “Special Program” before permits may be issued for those vehicles. A program registration fee applies for the calendar year, for an unlimited number of power units.

The user can use the same process to add power units to an existing Special Weight program registration.

### Screen 1: Begin Program Registration

The first screen is the user’s home page. To start the process, the user selects the “Register for Special Weight” link from the left menu bar.

**Queue Statistics**

Total Permits in Queue:	0
Oldest Permit in Queue:	N/A
Total Permits Reviewed By Agents Today:	3
Total Permits Approved by Agents Today:	2
Total Permits Approved Overall Today:	9

**Transaction Queue**

**Pending Junior Agent:**

**Pending Senior Agent:**

Carrier Account Application

1. (4)	6/13/05 05:13	3931958404	REBEL FREIGHT	124567873
2. (4)	6/13/05 05:13	9864003207	JOKERCORP	123211574
3. (4)	6/13/05 05:13	0838141797	THEONHOLDCORP	1015

**Pending INDOT Agent:**

Overweight Superload

1. (5)	6/17/05 05:30	4241525737	CAMBRIDGE SYSTEMATICS	FEIN: 000012345
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**Temporary Individual Queues**

Permit Service Account Application

6/27/05 13:33	super	ROAN'S PERMITTING SERVICE 2	SSN: 010-47-8080
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Carrier Account Application

6/13/05 17:13	super	C DARK SIDE INTERSTELLAR CARGO	FEIN: 123456781
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### Screen 2: Identify a Carrier

Screen 2 appears for MCSD staff that are processing a mail-in or walk-in request. The user is prompted for the carrier’s unique identification. The carrier’s unique identification is their *FEIN* or *Social Security Number*. The user enters the number in the box, and selects the proper radio button. The user then clicks on the “Next” button.

Users associated with carriers skip this screen, as those users may only register their own company, and the company is identified as part of the user’s profile.

Identify Carrier - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <http://cvsdev2.int.camsys.com/in-dor-osow1.0.18/app/app-submission/mt-registration/registerForMichiganTrains.action?page1> Go Links >>

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Dashboard  
Request Company Account  
Apply for Permit  
Apply for Amendment  
Cancel An Application  
Register for Special Weight  
View Road Restrictions  
View Application Status  
Log/Review Supporting Documentation  
Approve/Reject (Permit/Company)  
Override Fees  
View Approved Permit

Identify Carrier

[ Help ] [ Manage Help ]

Identification ☒ FEIN ☐ SSN

Cancel Next

### Screen 3: Carrier Information and Registration Year

The next screen serves two purposes. The first purpose is to confirm that the correct carrier was selected on Screen 2. This is accomplished by presenting the summary information about the carrier, generating by querying the OSS database with the FEIN/SSN in question.

Special Weight Registration Status - Microsoft Internet Explorer

Address: <http://cvsdev2.int.camsys.com/in-dor-osow1.0.18/app/app-submission/mt-registration/summary.action>

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Special Weight Registration Status

[ Help ] [ Manage Help ]

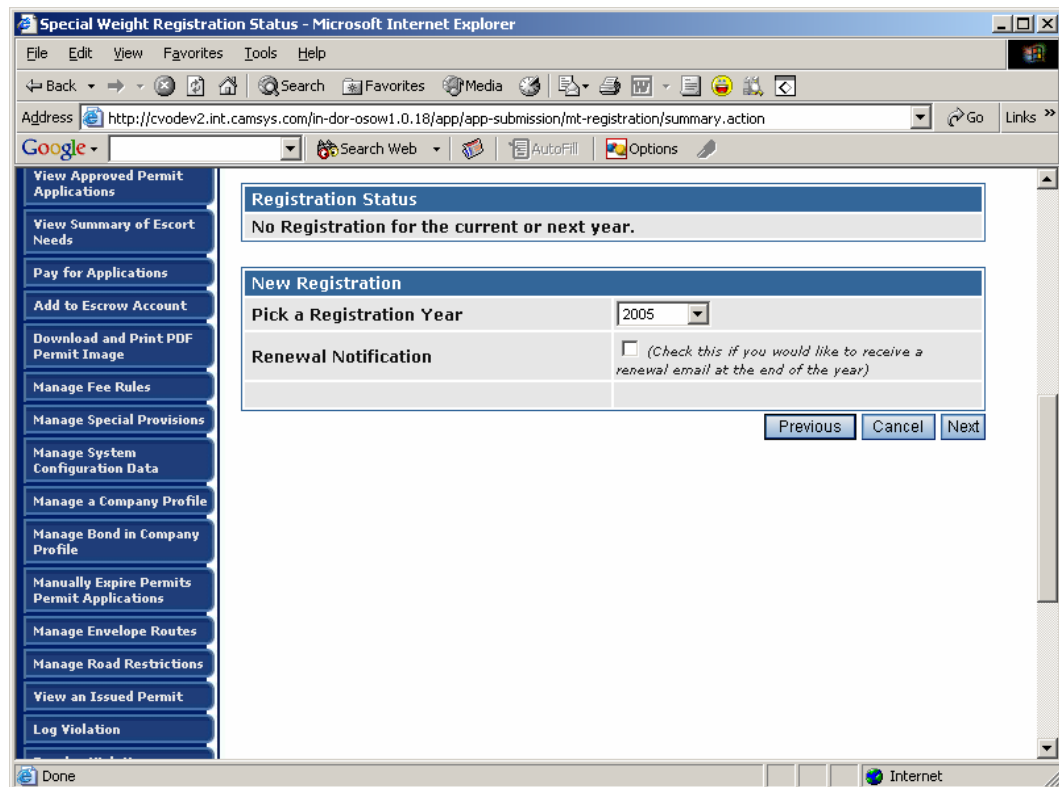
If you wish to place a bond on file to pay for Special Weight permits on a quarterly basis, complete form M-219 (Permit Fee Bond) and fax to (317) 821-2336 or contact our office at (317) 615-7320 for more information.

Carrier Details	
Name:	ROAN'S CARRIER
Physical Address:	asldkfj asldkfj, Arizona 32111 USA
Mailing Address:	asldkfj asldkfj, Arizona 32111 USA
Phone:	123-123-1234
Fax:	123-123-1234

The second purpose of the screen is to select a *registration year*. The special weight program is a calendar year program. The drop-down box allows the user to register for either this year's program or next year's program. (A user that wishes to do both must go through the process twice, once for each year.)

The *renewal notification* checkbox gives the user an option to have the system send the company's contact from the company profile an e-mail during the autumn to remind the company that the program registration must be renewed.

After these choices are made, clicking on the "Next" button takes the user to the next screen.



## Screen 4: Special Weight Fleet Management

Unlike other OSW permits, the power units for the Special Weight program must be registered with the State before Special Weight permits may be issued. The reason for this constraint is that the Special Weight program will have a transponder-based compliance component in the near future.

The vehicle registration screen has two parts. The first part allows for data entry of vehicle information in order to register the vehicle with the Special Weight program. The second part of the screen is to manage the vehicles identified. **In order for any of the changes made on this screen to be reflected in the OSS database, the user must click on the “Complete” button to leave this screen. If the “Complete” button is not selected, the changes will not take effect.**

On the top half of the screen, basic vehicle information is requested. For each vehicle that the user wishes to add to the program, the user will enter the data for that vehicle, then click the “Save” button. The fields included are:

- The Vehicle Identification Number (VIN);
- The *make* of the vehicle (e.g., “Mack,” “Mitsubishi”);
- The *model year* of the vehicle;
- The *license plate* of the vehicle;

- The *state*/province from which the license plate was obtained; and
- The (optional) *nickname* the user wishes to assign to the vehicle.

Instructions
To add a new vehicle to this registration, type in the vehicle information in the form below and click on the "Add New Vehicle" button.
To edit one of the vehicles present on the current registration, click on the "Edit" link corresponding to that vehicle.
To delete a vehicle, click on the corresponding "Delete" link. To delete multiple vehicles at a time select all the vehicles to be deleted and click on "Delete Selected Vehicles"
Clicking on the "Submit" button indicates satisfaction with the list of vehicles on this registration and will submit the application.

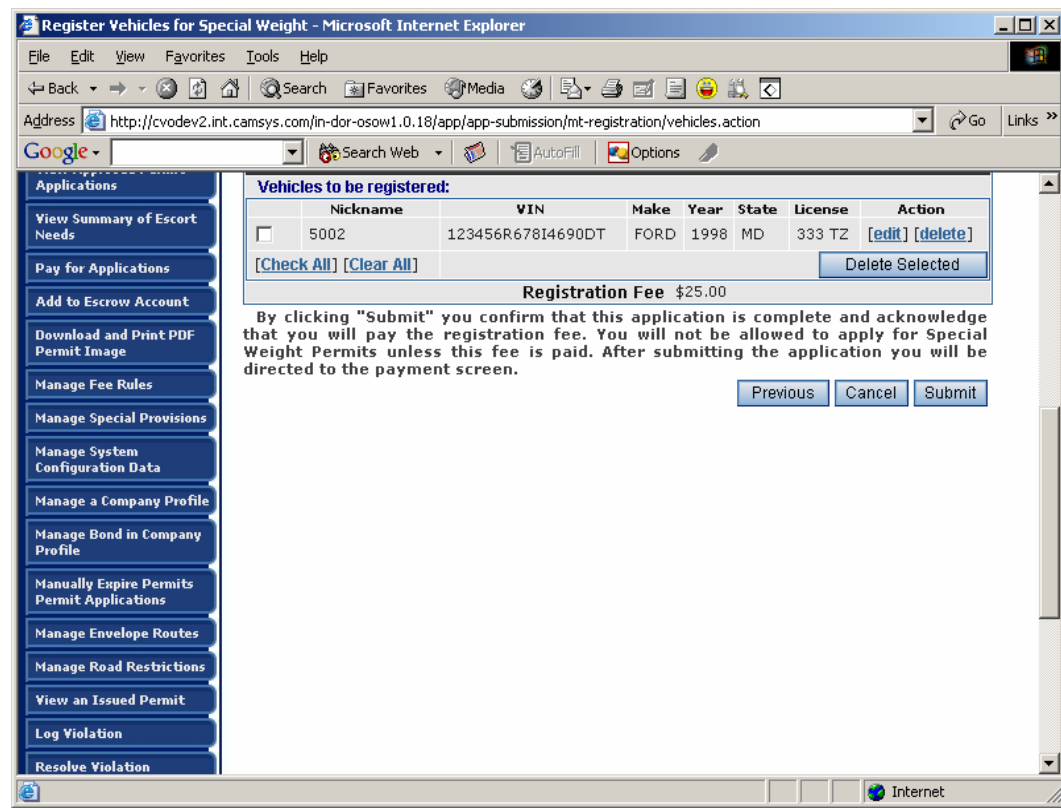
Add New Vehicle	
VIN	<input type="text"/>
Make	<input type="text"/>
Model Year	<input type="text"/>
License Plate	<input type="text"/>
State Plated In	<input type="text" value="Choose..."/>
Nickname	<input type="text"/>
<input type="button" value="Add New Vehicle"/>	

Registered Vehicles							
	Nickname	VIN	Make	Year	State	License	Action
<input type="checkbox"/>	SLAM	111	VOLVO	2003	NJ	40HGY	<a href="#">[edit]</a> <a href="#">[delete]</a>
<a href="#">[Check All]</a> <a href="#">[Clear All]</a>							
<input type="button" value="Delete Selected Vehicles"/>							

<b>Registration Fee</b> \$25.00
<p>By clicking "Submit" you confirm that this application is complete and acknowledge that you will pay the registration fee. You will not be allowed to apply for Special Weight Permits unless this fee is paid. After submitting the application you will be directed to the payment screen.</p>
<input type="button" value="Previous"/> <input type="button" value="Cancel"/> <input type="button" value="Submit"/>

As vehicles are added by clicking the "Add New Vehicle" button, the bottom part of the screen shows the list of vehicles, one per row. If the user has made an error and wishes to delete one or more vehicles, the user should mark the checkbox(es) at the beginning of the vehicle's row(s), then click the "Delete Selected Vehicles" button. The "Check All" and "Clear All" links provide shortcuts for managing the checkboxes.

As mentioned above, the user **must** click the "Submit" button to add the vehicles listed on the screen to the OSS database.



## Screen 5: Confirmation Screen

The next screen confirms that the registration year was added (if the user was adding a new registration year) and that the vehicles were associated with the registration. If a new registration year has been added, there is an associated fee. The associated fee must be paid before any Special Weight permits may be issued for that registration year. The "Make Payment" button is a shortcut to optionally start the payment process immediately.

